

NOTICE: REQUEST FOR PROPOSALS FOR SPECIAL TAX COUNSEL

Bid Number: 04032013DCCTC

Bid Closing: April 3, 2013; 3:00 PM EST

The Deferred Compensation Counsel (“DCC”) of the State of Delaware (“State”) is issuing this Request for Proposal (“RFP”) through the Office of the Delaware State Treasury (“DST”) to engage a law firm to act as Special Tax Counsel (“Tax Counsel”) in connection with its administration of the 401(a) Match Fund, the 457(b) Plan and the 403(b) Plans (“Plans”).

The DCC is responsible for the oversight of the deferred compensation programs offered by the State and the DST, and acts as the Administrator of the Plans. The Plans have in excess of \$750 million of assets under management as of Fiscal Year End 2012. The DCC anticipates entering into negotiations with a law firm and intends to select one Tax Counsel. This RFP will define the scope of the work to be performed, the requirements the vendor (“Vendor”) must address, the method for response and the administrative requirements that must be followed. The DCC will advise potential Vendors of changes to any dates as may be necessary. The DCC also reserves the right to modify and/or cancel this solicitation at any time during the RFP process.

The RFP is available at the following web sites:

On the State’s website at <http://bids.delaware.gov> and

The Attorney General’s website at <http://attorneygeneral.delaware.gov>

The Designated Contact for all questions and requests for information related to the RFP is:

Cynthia L. Collins, Deputy Attorney General
Carvel State Building, 820 N. French Street, 6th Floor
Wilmington, Delaware 19801
Direct Dial: (302) 577-8405, Fax: (302) 577-6630
Email: Cynthia.Collins@state.de.us

RFP Schedule

ID	Date/Time	Activity
1	March 22, 2013	RFP issued, posted on the State’s website at http://bids.delaware.gov and the Attorney General’s website at http://attorneygeneral.delaware.gov .
2	March 27, 2013	All Bidder questions regarding RFP are due
3	March 28, 2013	DCC issues answers to questions regarding RFP via http://bids.delaware.gov and the Attorney General’s website at http://attorneygeneral.delaware.gov website
4	April 3, 2013; 3:00 pm EST	RFP Response due date
5	April 4, 2013	Invitations to Selected Vendors for Oral Presentations (subject to change)
6	April 8, 2013	Vendor Oral Presentations (subject to change)
7	April 10, 2013	Recommendation made to DCC
8	April 10, 2013	Decision by DCC
9	April 10, 2013	Begin Negotiations (subject to change)